

ALEXANDRIA CIRCUIT COURT

MOTIONS DAY – INSTRUCTIONS FOR REMOTE HEARINGS

SECOND REVISION 8/1/2021

Effective 7/22/2020, and **until further notice** and unless an exception is permitted by the Court, all Motions Day hearings will be heard remotely using Microsoft Teams. The virtual Motions Day hearings are intended to be similar to the pre-COVID Motions Day hearings and are open to everyone.

7/1/2020 Original Motions Day Practice Instructions
12/12/2020 Revision #1
8/1/2021 Revision #2

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- A. **Clerk of Circuit Court** 520 King Street, Room 307 Alexandria, VA 22314
703.746.4044 Hours: 8:00 a.m. to 4:00 p.m.
Drop box in courthouse vestibule
Website: www.alexandriava.gov/ClerkofCourt
- B. **Circuit Court Judges’ Chambers** 520 King Street, 4th Floor Alexandria, VA 22314
703.746.4123 Drop box on 4th floor; next to Judges’ Chambers door
Website: www.alexandriava.gov/CircuitCourt
- C. **Remote Hearings During COVID-19**
During COVID-19, until further notice and unless an exception is permitted by the Court, all hearings will be heard remotely using Microsoft Teams. The virtual Motions Day hearings are intended to be similar to the pre-COVID Motions Day hearings and are open to everyone.
Microsoft Teams Meeting Invitation – Details in paragraph 10.
Meeting Link – Includes both internet and telephone access. Details in paragraph 11.
Docket for Motions Day – Details in paragraph 12.
Videoconference Instructions – See page 15.
NEW Motions Day Praeipce for Remote Hearings during COVID-19 - See page 16.

D. Time Allotment during COVID-19 – Limited to 25 minutes per case

Limited to 25 minutes per case (argument time is 10 minutes per side, with 5 minutes for rebuttal. Time restrictions will be rigidly applied. Matters not resolved within 25 minutes will be continued, unless special permission has been received from Judges' Chambers to notice the case for the 2:00 p.m. afternoon session.

In cases requiring more than 25 minutes but less than 2 hours, a 2:00 p.m. hearing may be scheduled - see Paragraph 2C,

E. Information on following pages

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File a motion – Initial Motion, Additional Motion, or Motion to Compel
Notice a case for a specific Motions Day

→ **Mandatory: Praeipce/Notice must include Remote Hearing Notice**

Sample Praeipce on page 17

Notify opposing party/counsel
Required documents, including proposed orders
Courtesy copy to Judges' Chambers

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Page 16 Videoconference Instructions for remote Motions Day hearings during COVID-19.

Page 17 Civil Motions Day Praeipce during COVID-19

NEW

Remote hearing language and notice included
Moving party provides email addresses to the Court

****HOW TO INSTRUCTIONS****

1. **STEP 1 – FILE A MOTION** (Where to file instructions on page xx)

- A. Initial motion - Any party to a civil action who wishes to have a motion heard on Civil Motions Day shall file a written motion on or before the deadline.
Deadline for initial motion: 4:00 p.m. on the Friday two and one-half (2.5) weeks prior to the Motions Day. Original filed with Clerk of Court in Room 307; courtesy copy delivered to Judges' Chambers' 4th floor drop box).
- B. Additional Motions –Additional motions may be scheduled only if an initiating motion was placed on the docket by the timely and complete filing of a motion and notice/paercipe.
Deadline for additional motions: 4:00 p.m. on the Wednesday prior to the Motions Day. Original filed with Clerk of Court in Room 307; courtesy copy delivered to Judges' Chambers' 4th floor drop box).
- C. Motions to compel A good faith certification must be included in the body of the motion (see paragraph 18).

2. **STEP 2 – NOTICE A CASE FOR MOTIONS DAY**

- A. File a paercipe or notice - In addition to filing the written motion, the moving counsel/party shall file a paercipe or notice to request the Clerk of Court to docket the motion for a specific Motions Day at 10:00 a.m.
Deadline for notice/paercipe: 4:00 p.m. on the Friday two and one-half (2.5) weeks prior to the Motions Day. Original filed with Clerk of Court in Room 307; courtesy copy delivered to Judges' Chambers' 4th floor drop box).

NEW Motions Day paercipe sample is at the end of this packet, and is also on the Court's website at www.alexandriava.gov/CircuitCourt (scroll to "Forms and Packets", then to "Motions Day Paercipe during COVID-19").

The Motions Day paercipe or notice shall include

- (1) Date and time when you would like the motion to be heard. For a list of Motions Day dates, see www.alexandriava.gov/CircuitCourt (scroll to "Calendar" or "Motions Day Deadlines").

10:00 a.m. docket

Follow instructions in paragraph 2B.

2:00 p.m. docket

Follow instructions in paragraph 2C.

- (2) **MANDATORY Remote hearing notice** - All notices or praecipes scheduling the motion for Motions Day during COVID-19 shall include the following language:

“The matter will be heard remotely via Microsoft Teams”;

and

“Opposing counsel/party will receive an email from the Court two (2) days prior to the Motions Day hearing. The Court’s email will include a link to the Microsoft Teams meeting and a telephone number to be used by those participants who do not have internet access.”

- (3) Email addresses to be provided to the Court.

During COVID-19 and until further notice, all Motions Day hearings will be virtual (remote) hearings. The moving party shall confer with the non-moving party to obtain correct email addresses for all relevant parties, and the moving party shall provide those email addresses to the Court on the praecipe or notice that schedules the motion.

If the moving party’s praecipe or notice does not include the non-moving party’s email address, it shall be the responsibility of the moving party to forward the Court’s email with the Microsoft Teams meeting invitation to the non-moving party.

B. 10:00 a.m. docket (morning session)

During COVID-19, all cases shall be noticed for the 10:00 a.m. morning session. If special permission has been received from Judges’ Chambers to schedule the case for the 2:00 p.m. docket, follow the instructions in paragraph 2C.

C. 2:00 p.m. docket (afternoon session)

In cases requiring more than 25 minutes but less than 2 hours, the motion(s) shall be scheduled for the 2:00 p.m. Motions Day docket by following the instructions below. Note: Each judge is assigned only one case for the 2:00 p.m. docket.

- A. Confirm non-moving pro se party or counsel’s availability for a 2:00 p.m. docket and obtain their agreement to have the case heard at 2:00 p.m.;
- B. Reserve a 2:00 p.m. time slot - Call Judges’ Chambers (703.746.4123) to ask for available 2:00 p.m. time slots (have the non-moving party’s avoid dates available); and
- C. Notice/paecipe the motion for the 2:00 p.m. time slot – After obtaining a date certain from Judges’ Chambers; the moving counsel/pro se party shall file the proper praecipe or notice with the Clerk of Court [see instructions in 2(A)].

3. **STEP 3 - NOTIFY OPPOSING PRO SE PARTY or COUNSEL**

Deadline for initial filings: On the Friday two and one-half (2.5) weeks prior to the Motions Day.

The moving pro se party or counsel shall give at least two and one-half (2.5) weeks' notice to all counsel of record and/or pro se parties. Counsel shall take steps to ensure that the non-moving party or counsel actually receive the motion and notice/praeceipe no later than the Friday two and one-half (2.5) weeks preceding the Motions Day.

4. **STEP 4 – REQUIRED DOCUMENTS FILED WITH COURT**

Deadline for initial filings: On the Friday two and one-half (2.5) weeks preceding the Motions Day.

Originals shall be filed with the Clerk of Circuit Court (Room 307).

Courtesy copy delivered to Judges' Chambers' 4th floor drop box.

Copy provided to non-moving pro se party/counsel.

A. **Authorities from Foreign Jurisdictions** must be attached to any motion.

B. **Evidence/exhibits** –Any evidence (testimonial or documentary) anticipated to be relied on during the remote hearing, must be identified at the time the motion is filed. Specifically, this includes a list of anticipated witnesses, documents marked with exhibits labels (e.g., labeled P's 1 or D's 1), exhibits, and supplemental affidavits. Evidence submitted after the deadline will not be considered.

C. **Memoranda/Briefs** - If memorandum or briefs are filed, notice and filing deadlines shall comply with Rule 4:15 of the Rules of the Supreme Court of Virginia.

D. **Motions to Compel** must include a good faith certification in the body of the motion (see paragraph 18).

E. **Oppositions/Responses** - The deadline for filing oppositions/responses and any exhibits is 4:00 p.m. **on the Friday preceding** the Motions Day hearing.

F. **Proposed orders** –The Court's preference is that proposed orders be filed when the initial motion is filed, but no later than Monday at 4:00 p.m. preceding the Motions Day. A courtesy copy of all proposed orders shall be delivered to the Judges' Chambers' 4th floor drop box.

5. **STEP 5 – DELIVER A COURTESY COPY TO JUDGES' CHAMBERS**

4th Floor Drop box; Emails no longer accepted

To allow the Court maximum time to prepare for the motion and to alert the law clerks that the motion was filed, a courtesy copy must be delivered to Judges' Chambers' 4th floor drop box, including all notices, praecipies, motions, exhibits, pleadings, and proposed orders.

Any documents filed after the deadline may not be considered by the Court.

Judges' Chambers will not forward any documents to the Clerk of Court.

**GENERAL INFORMATION **

6. **WHEN ARE CIVIL MOTIONS DAYS ?**

2nd and 4th Wednesdays of each month

except for the month of May (check the Court's calendar that is posted at www.alexandriava.gov/CircuitCourt (scroll to "Calendar").

10:00 a.m. (morning session)

25 minute time limit during COVID-19 (10 minute argument time per side, with 5 minutes rebuttal). Time restrictions will be rigidly applied. Step 2(B)].

2:00 p.m. (afternoon session)

For motions expected to last more than 25 minutes but less than 2 hours.

Follow instructions in paragraph 2C.

Motions Day dates are included on the Court's calendar posted at

www.alexandriava.gov/CircuitCourt (scroll to "Calendar" or "Motions Day Deadlines").

7. **DEADLINES**

A. INITIAL MOTIONS

Deadline for initial motions: On the Friday two and one-half (2.5) weeks preceding the Motions Day. Deadline extensions when Court is closed - If the Court is closed on the date of the filing deadline, the deadline will be the next regular business day that the Court is open.

Specific initial filing deadlines for each Motions Day are shown below. Deadline information is posted on the Court's website at www.alexandriava.gov/CircuitCourt (scroll to "Motions Day Docket and Meeting Links"). Motions must be filed by the deadline, or the praecipe or notice should indicate the motion was previously filed on [date].

MOTIONS DAY - DEADLINES FOR INITIAL FILING

During COVID-19, the initial filing deadline is 4:00 p.m. on the Friday two and one-half weeks (2.5) weeks preceding the Motions Day.

**** If the Court is closed on the date of the deadline, the deadline is the next regular business day that the Court is open.**

Date of MOTIONS DAY	Filing deadline
August 25, 2021	Friday, 8/6/2021 at 4:00 pm
September 8, 2021	Friday, 8/20/2021 at 4:00 pm
September 22, 2021	Friday, 9/3/2021 at 4:00 pm
October 13, 2021	Friday, 9/24/2021 at 4:00 pm
October 27, 2021	Friday, 10/8/2021 at 4:00 pm
November 10, 2021	Friday, 10/22/2021 at 4:00 pm
November 24, 2021	Friday, 11/5/2021 at 4:00 pm
December 8, 2021	Friday, 11/19/2021 at 4:00 pm
December 22, 2021	Friday, 12/3/2021 at 4:00 pm
See www.alexandriava.gov/CircuitCourt for additional dates (scroll to "Calendar" or "Motions Day Deadlines").	

B. ADDITIONAL MOTIONS

Deadline for filing additional motions: 4:00 p.m. on the Wednesday prior to the Motions Day. Original filed with Clerk of Court in Room 307; courtesy copy delivered to Judges' Chambers' 4th floor drop box).

Additional motions may be scheduled only if an initiating motion was placed on the docket by the timely and complete filing of a motion and notice/praecipe. Filing multiple motions does not increase the 25-minute time limit permitted for argument or rebuttal on each case. Parties may argue as many motions as are properly on the docket but must do so within the 25-minute time block provided.

Any case requiring more than 25 minutes but less than 2 hours must be specially set on the 2:00 p.m. Motions Day docket (see paragraph 2B) or on a date certain by contacting Judges' Chambers at 703.746.4123.

8. FILING INFORMATION – WHERE TO FILE DOCUMENTS

- A. Clerk of Circuit Court - Room 307 or the Clerk of Circuit Court's drop box in courthouse vestibule.

Originals of all pleadings, notices, etc. shall be filed with the Clerk of Court.

A document is not deemed filed until it is received and file-stamped by the Clerk of Court.

- B. Judges' Chambers – 4th floor drop box (Courtesy copies)

To allow the Court maximum time to prepare for the motion and to alert the law clerks of the motion being filed, a courtesy copy must be delivered to Judges' Chambers' 4th floor drop box. This includes all notices, praecipes, motions, exhibits, pleadings, and proposed orders. Any documents filed after the deadline may not be considered by the Court. Judges' Chambers will not forward any documents to the Clerk of Court.

- C. Opposing Counsel/party - The moving party shall provide the non-moving pro se party or counsel with copies of all filings, including motions, notices, praecipes, exhibits, etc.

- D. Motions may be removed from the docket if

- (1) Mandatory remote hearing language was not included on the notice/praecipe (paragraph 2); or
- (2) Motions were not timely filed (paragraph 7);
- (3) Courtesy copies were not provided to Judges' Chambers, including notice/praecipe, motion, exhibits, pleadings/documents, and proposed orders (paragraph 8);
- (4) Motions to compel do not include mandatory good faith certification in the body of the motion (paragraph 18).

- E. Any documents filed after the deadline (e.g., evidence/exhibits, etc.) may not be considered by the Court (paragraph 7).

9. **TWO SESSIONS DURING COVID-19: 10:00 a.m. (morning session) and 2:00 p.m. (afternoon session)**
- A. During COVID-19, there will be two sessions for each Motions Day.
- Morning session Starts at 10:00 a.m.
- Afternoon session Starts at 2:00 p.m.
- B. All cases shall be noticed for the 10:00 a.m. session –The moving pro se party or counsel shall notice/paerceive all cases for the 10:00 a.m. (morning) session, unless special permission has been received from Judges’ Chambers to schedule the case for the 2:00 p.m. (afternoon) session (see paragraph 2).
- C. Assignment of case to either the morning or afternoon session - Two (2) days prior to the Motions Day hearing, the Court will assign the cases to either the morning session (10:00 a.m.) or the afternoon session (2:00 p.m.). This information will be included on the Microsoft Teams meeting invitation that is emailed to the moving party (see paragraph 10).
- D. Docket - The session information is also included on the Motions Day docket that is posted to the Court’s website (see paragraph 12). The docket is also posted to the Court’s website at www.alexandriava.gov/CircuitCourt; scroll to “Motions Day Docket and Meeting Links”.
10. **MICROSOFT TEAMS MEETING INVITATION – EMAILED BY THE COURT**
- Two (2) days prior to the Motions Day hearing,
- A. The Microsoft Teams meeting invitation is emailed by the Court to the moving pro se party/counsel and non-moving party/counsel.
- The Court uses the email addresses that were provided on the praecipe/notice and filed with the Court when the motion was scheduled (see paragraph 2). **If the moving party’s praecipe or notice does not include the non-moving party’s email address, it shall be the responsibility of the moving party to forward the Court’s email with the Microsoft Teams meeting invitation to the non-moving party.**
- B. The Court’s email includes
- (1) Meeting invitation, which may be forwarded to anyone, and includes:
- Name of judge;
- Time of the hearing – 10:00 a.m. or 2:00 p.m.;
- Meeting link for internet access; and
- Meeting telephone number for participants without internet access.
- (2) Meeting link for internet access. meeting link will also be posted to the Court’s website www.alexandriava.gov/CircuitCourt, scroll to “Motions Day Docket and Meeting Links”.
- **Important – Microsoft Teams software must be downloaded to your device prior to the Motions Day hearing. Microsoft Teams is a free download available at www.microsoft.com.**
- (3) Telephone number for audio access to participants who do not have internet access. The telephone number will also be posted to the Court’s website www.alexandriava.gov/CircuitCourt, scroll to “Motions Day Docket and Meeting Links”.

- (4) Videoconference Instructions include reminders to mute your microphone, etc. (see page 15).
- C. Any errors apparent to the parties at the time of the issuance of the Microsoft Teams meeting invitation should be immediately brought to the attention of the Court by calling Judges' Chambers at 703.746.4123.

11. **MEETING LINKS FOR MOTIONS DAY**

See "Microsoft Teams meeting invitation" (paragraph 10).

12. **MOTIONS DAY DOCKET**

Two (2) days prior to the Motions Day hearing, the docket for the Motions Day will be posted on the Circuit Court's website at www.alexandriava.gov/CircuitCourt (scroll to "Motions Day Docket and Meeting Links").

→ **The moving party is encouraged to check the docket when it is posted to confirm their case has been scheduled. Call Judges' Chambers (703.746.4123) if you have any questions.**

**SPECIAL NOTES **

13. **CONTINUATION OF MOTIONS FROM ONE MOTIONS DAY TO ANOTHER**

- A. By the Moving Party – Moving Party's request to continue motion to a future Motions Day

Deadline: 4:00 p.m. on the Tuesday prior to the Motions Day.

The moving party (*only the moving party may remove or continue their own motion*)

- (1) calls Judges' Chambers (703.746.4123) to remove the motion;
- (2) files a notice/praecipe to remove the motion (original to Clerk of Court; courtesy copy to Judges' Chambers' 4th floor drop box);
- (3) files a new notice/praecipe to docket the motion for the new Motions Day prior to the deadline. *The deadline is the Friday two and one-half (2.5) weeks preceding the Motions Day. and*
- (4) provides a copy of all notices/praecipes to the non-moving party.

- B. By the Judge during the Motions Day hearing – Continuing Motion

If a case is continued by the judge during a Motions Day hearing, it is the responsibility of the moving party to file a new notice or praecipe to re-docket the motion *prior to the deadline*. The praecipe or notice shall include the title of the motion and the date the motion was filed.

14. **DISCOVERY DISPUTES**

Routine discovery disputes, including, but not limited to, motions to compel - Counsel shall confer and attempt to settle such disputes in accordance with the Rules of Court.

15. **GARNISHMENTS**

Garnishments can be heard on a remote Motions Day docket only if the debtor's email address and/or telephone number are available and verifiable.

When filing the notice/paercipe to docket the motion on a Motions Day, the moving party must include (1) a statement from the judgment creditor that the debtor has a verified email address or telephone number; and (2) an email from the debtor acknowledging access to Microsoft Teams either via the internet or telephone (See 15A below).

If neither statement is available, an in-person hearing on a non-Motions Day must be scheduled (see 15B below).

- A. Remote hearings on Motions Day docket – If the debtor's email address and/or telephone number are available and are verifiable, a remote garnishment hearing may be scheduled on Motions Day. In addition to the motion, notice/paercipe, exhibits and proposed orders,
- (1) Judgment creditor files a statement from the creditor that the debtor has a verified email address address or telephone number; and
 - (2) attaches an email from the debtor to the creditor acknowledging receipt of an email stating the debtor can access Microsoft Teams either via the internet or telephone.
- B. In-person hearings – If the debtor's email address and/or telephone number are not available, not verifiable, or if an email from the debtor cannot be provided to the Court, an in-person hearing must be scheduled.
- (1) Judgment creditor shall contact Judges' Chambers (703.746.4123)
 - (a) to request a 9:00 a.m. hearing on a non-Motions Day; and
 - (b) After obtaining a date certain from Judges' Chambers, the creditor shall file the proper paercipe or notice with the Clerk of Court.

16. **INTERPRETER SERVICES**

Interpreter Services Contact Information

Doralisa Pilarte
dpilarte@vacourts.gov
703.746.4630

If language services are needed, the request must be made before 4:00 p.m. on the Friday one and one-half (1.5) weeks prior to the Motions Day hearing.

The request shall include the following:

Case Number: _____
Case Name (Style): _____
Case Type: _____
Date and Time: _____
Language Needed: _____
For Whom: _____

Who is Submitting Request?

Name: _____
Email: _____
Telephone: _____

If your case is moved to the 2:00 p.m. afternoon session – Language Services must be notified immediately.

It is the responsibility of the person requesting the interpreter to notify Interpreter Services if the case has been changed from 10:00 a.m. to 2:00 p.m.

You may either call Interpreter Services at 703.746.4630 or email dpilarte@vacourts.gov to notify Interpreter Services of the date and time of the Motions Day hearing.

17. **MOTIONS TO AMEND PLEADINGS**

Counsel seeking leave to amend any pleading shall provide a copy of the proposed amendment to opposing counsel and the Court. In opposing such a motion, counsel should bear in mind that Virginia law requires such amendments to be liberally granted in the interest of justice.

18. **MOTIONS TO COMPEL**

A. **Mandatory Good Faith Certification**

For all motions to compel, a good faith certification must be included in the body of the motion. Failure to include the mandatory good faith certification in the body of the motion will result in the matter being removed from the docket. Such certification shall state:

The movant has in good faith conferred or attempted to confer with other affected parties in an effort to resolve the dispute without Court action, pursuant to Rules 4:12(a)(2), 4:12(d), or 4:15(b).

B. **Removal of Motions to Compel from the Motions Day docket**

Once a motion to compel has been placed on the docket, the parties will be required to appear at the virtual hearing

- (1) unless the matter is resolved; and
- (2) the moving pro se party or counsel (*only the moving party may remove or continue their own motion*) calls Judges' Chambers (703.746.4123)

- no later than 4:00 p.m. on the Tuesday prior to the Motions Day, and then files a praecipe/notice removing the motion; and
- (3) the moving counsel/party delivers an agreed order to Judges' Chambers no later than 4:00 p.m. on Motions Day.

- C. Discovery disputes, including, but not limited to, motions to compel
Counsel shall confer and attempt to settle such disputes in accordance with the Rules of Court.

19. **OPPOSITIONS/RESPONSES TO MOTIONS**

- A. Oppositions/Responses to motions
The deadline for filing oppositions/responses and any exhibits is 4:00 p.m. on the Friday preceding the Motions Day hearing.
- B. Replies to oppositions/responses
will not be considered by the Court.

20. **ORDERS**

- A. Proposed orders
The Court's preference is that proposed orders be filed with the Clerk of Court when the initial motion is filed, but no later than Monday at 4:00 p.m. preceding the Motions Day. A courtesy copy of all proposed orders shall be delivered to the Judges' Chambers' 4th floor drop box.
- B. Copies of Entered Orders – Self-Addressed, Stamped Envelopes
Copies of entered orders shall be obtained from the Clerk of Circuit Court in Room 307. If counsel or pro se parties request a copy of any order entered at a Motions Day hearing, a self-addressed, stamped envelope shall be provided to the Clerk of Court for that purpose.
- C. Disputes over the language of a proposed decree or order
If parties are unable to reach agreement on a proposed order or decree, a competing order or decree shall be filed. The Court will enter the order it deems appropriate, and mark the other order refused. The Clerk of Court shall send copies of the order entered to all counsel of record if a self-addressed, stamped envelope has been provided to the Clerk of Court for that purpose.
- (1) Each party shall file his or her respective proposed decree or order with the Clerk of Court on an agreed-upon date but no later than fifteen (15) days after the date of the hearing in which the ruling was made.
 - (2) Each party may file a concise written argument in support of their position if necessary.
 - (3) Both parties or counsel of record shall sign both proposed decrees or orders, preserving objections as necessary and appropriate.

21. **REMOVAL OF MOTIONS FROM MOTIONS DAY DOCKET**

Deadline: 4:00 p.m. on the Tuesday prior to the Motions Day.

- A. All motions except motions to compel - The moving party (*only the moving party may remove or continue their own motion*)
 - (1) calls Judges' Chambers (703.746.4123) to remove the motion;
 - (2) files a notice/praecipe to remove the motion (original to Clerk of Court; courtesy copy to Judges' Chambers' 4th floor drop box); and
 - (3) provides a copy of all notices/praecipes to the non-moving party.
- B. Motions to Compel – see paragraph 18.

22. **SET DATE MATTERS**

For all set-date motions, when the case is called at the Motions Day hearing, the Court will instruct counsel/parties to call Judges' Chambers together on a conference call with all counsel or pro se parties (703.746.4123) to schedule the trial date.

23. **SHOW CAUSE ORDERS RETURNABLE TO MOTIONS DAY**

- A. If the non-moving party appears remotely (with or without counsel), and no evidence other than testimonial evidence and/or exhibits is necessary (said evidence having been filed at least 2.5 weeks prior to Motions Day), and the Motions Day hearing will take 25 minutes or less, the case may proceed.
- B. If the non-moving party appears remotely (with or without counsel), and no evidence other than testimonial evidence and/or exhibits is necessary (said evidence having been filed at least 2.5 weeks prior to Motions Day), and the Motions Day hearing will take more than 25 minutes, the case will be continued to a date certain. Counsel/parties will be instructed to contact Judges' Chambers (703.746.4123) on a conference call with all counsel/pro se litigants to schedule a date certain.
- C. If the non-moving does not appear remotely at the Motions Day hearing, the case shall be rescheduled unless the moving party can demonstrate that the non-moving party was aware of the remote hearing and had access to the Microsoft Teams meeting link or call-in telephone number.

ALEXANDRIA CIRCUIT COURT
MOTIONS DAY REMOTE HEARINGS
VIDEOCONFERENCE INSTRUCTIONS

Posted on www.alexandriava.gov/CircuitCourt

During COVID-19, and unless an exception is permitted by the Court, all Motions Day hearings will be heard remotely using Microsoft Teams.

The virtual Motions Day hearings are intended to be similar to the pre-COVID Motions Days hearings and are open to everyone. The Microsoft Teams meeting invitation may be forwarded to anyone interested in attending the hearing.

1. You are receiving this email because you have placed a motion on the upcoming Motions Day. If your matter has already been removed from the Motions Day docket, you may disregard this email.
2. Please do not respond to this email other than by accepting or declining the meeting invitation. If you have any questions, please call Judges' Chambers at 703.746.4123.
3. Please review the following instructions with regards to the upcoming Motions Day.

PRIOR TO THE MOTIONS DAY HEARING

4. **IMPORTANT – Download Microsoft Teams prior to the meeting.** Microsoft Teams is a free download available at www.microsoft.com.

DURING THE MOTIONS DAY HEARING

5. Please keep your microphone muted until your case is called.
6. When your case is called by the judge, alert the judge that you are present, and give a time estimate for the amount of time you believe your case requires.

PLEASE NOTE

7. When your case is called, please speak as loudly as possible.
8. If possible, make sure you are in a quiet space where you will not be disturbed during the hearing.
9. Eliminate all ambient noise in the room, even if you think it will not be picked up on your microphone.
10. If you interrupt the Court during any case other than your own, you will be muted and possibly removed from the court proceeding.
11. If your motion extends beyond the designated 25-minute time limit per case, you will be asked to reschedule your motion for a date certain.

VIRGINIA:

IN THE CIRCUIT COURT OF THE CITY OF ALEXANDRIA

(Plaintiff)

v.

Civil Case No. _____

(Defendant)

PRAECIPE - CIVIL MOTIONS DAY
DURING COVID-19

Please place the above case on the MOTIONS DAY docket for _____, 20__ at
10:00 a.m. The title of the motion(s) is (are) _____

Mandatory Remote Hearing Notices:

- a. **The matter will be heard remotely via Microsoft Teams; and**
b. **Opposing counsel/party will receive an email from the Court two (2) days prior to the**
Motions Day hearing. The Court's email will include a link to the Microsoft Teams meeting
and a telephone number to be used by those participants who do not have internet access."

My email address is _____.

Email addresses for non-moving pro se party or counsel is _____.

Email addresses for all interested parties are _____,

_____, and _____.

I hereby certify that Notice of the foregoing praecipe has been delivered/mailed to

_____ [name of non-moving pro se party or counsel]

on the _____ day of _____, 20_____.

[Name of Pro se moving party or counsel]

Address: _____

Email: _____

Phone: _____

PRAECIPE - CIVIL MOTIONS DAY
DURING COVID-19
(Page 2)

INSTRUCTIONS

- A. FILE PRAECIPE, MOTION and REQUIRED DOCUMENTS with the Clerk of Circuit Court, 520 King Street, Room 307, Alexandria, VA 22314. 703.746.4044.
- B. DEADLINE is 4:00 p.m. on the Friday two and one half (2.5) weeks prior to the Motions Day.
- C. MOTIONS DAY SCHEDULE - Motions Days are generally the 2nd and 4th Wednesdays of the month, except for the month of May (check the Court's calendar at www.alexandriava.gov/CircuitCourt, scroll to "Calendar").
- D. WEBSITE – for Instructions, Deadlines, and Calendar - www.alexandriava.gov/CircuitCourt.

Motions Day Hearings During COVID-19

- 1. REMOTE HEARINGS ONLY - Effective 7/20/2020 until further notice, and unless an exception is permitted by the Court, all Motions Day hearings will be heard remotely using Microsoft Teams.
- 2. TIME LIMIT is 25 minutes per case (10 minutes each side for argument and 5 minute rebuttal). In cases requiring more than 25 minutes but less than 2 hours, counsel should call Judges' Chambers (703.746.4123) to schedule a hearing at 2:00 p.m.
- 3. EMAIL ADDRESSES must be provided for moving party/counsel; the non-party party or counsel; and all interested parties.
If the moving party's praecipe or notice does not include the non-moving party's email address, it shall be the responsibility of the moving party to forward the Court's email with the Microsoft Teams meeting invitation to the non-moving party.
- 4. MEETING LINKS and DOCKET are posted on the court's website two (2) days prior to the Motions Day. www.alexandriava.gov/CircuitCourt -scroll to "Motions Day" sections.